



Massachusetts Alcoholic Beverages Control Commission new license transaction forms on-line @ mass.gov

Additional documentation is required:

- 1) copy of corporate vote authorizing filing of application
- 2) CORI request form, and valid driver's license as proof of identification
- 3) birth certificate, certificate of naturalization, or United States passport
- 4) floor plan of premises, a scaled drawing,
size of plan either 8½x11 / 8½x14 / or / 8½x17 inches
- 5) business certificate filed with City Clerk
- 6) Articles of organization for corporation or limited liability company filed with Massachusetts Secretary of State
- 7) lease agreement – true copy of active lease
- 8) purchase & sales agreement – true copy of conditions for sale/purchase
- 9) statement from financial source – true copy of all applicable sources of finance
- 10) filing fee payable to **City of Lowell** - \$75.00
- 11) abutters list fee to **City of Lowell** - \$15.00
payment directly to City Assessors Office, 1st fl., Rm. 36, City Hall
- 12) advertisement fee payable to **City of Lowell** - \$175.00
- 13) filing fee payable to **Alcoholic Beverages Control Commission** - \$200.00
- 14) affidavit re: legal notice mailed U.S.P.S. certified mail, return receipt to abutters & church/school/hospital
- 15) white postal slips & green returned receipts of certified mail
- 16) other applications – common victualler, entertainment, automatic amusement device

CORI REQUEST FORM

City of Lowell License Commission has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER
(Requested, not required)

* ID Theft Index PIN
(if applicable)

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____
(include state of issue)

***THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.

All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

LICENSE COMMISSION

ABUTTERS LIST GUIDELINES

The following are guidelines on the procedures to be followed for submitting abutters list to be certified by the Board of Assessors.

SUBJECT PROPERTY LOCATION: _____

PROPERTY OWNER: _____

HAS THE SUBJECT PROPERTY BEEN SUBDIVIDED, REVISED, OR A PLAN ON FILE IN THE LAST 12 MONTHS? _____ YES _____ NO DATE: _____

RADIUS REQUIRED FOR LIQUOR LICENSE: _____

PROPERTIES TOUCHING: **X** PROPERTIES ACROSS THE STREET: _____

Reason for the Abutters letter: PLEASE SPECIFY THE PROJECT: _____

- ☐ Check with the License Commission to follow their guidelines
- ☐ Provide a contact person and phone number. This person will be contacted when the letter is ready
- ☐ **The cost is \$15.00.** Checks payable to the City of Lowell.

PLEASE NOTE: The Assessors Office has up to ten (10) days to process an abutters letter. Requests that are submitted the week of the deadline are not guaranteed to make the deadline so please plan accordingly.

CONTACT PERSON: _____

PHONE NUMBER: _____

SUBMITTAL DEADLINE FOR LICENSE COMMISSION: _____

OFFICE USE ONLY

PAYMENT RECEIVED: _____ INITIALS _____

DATE NOTIFIED LETTER COMPLETE _____

Notification to abutter, church, school

Within three (3) days after publication of the legal notice in the Lowell *Sun* newspaper, the applicant shall send or cause to be sent to the mailing address of each abutter, who owns property touching the applicant's premises, an original or true copy of the legal notice by certified mail, return receipt requested.

The list of abutters as determined by the City Assessors Office shall be made available upon completing the abutters list guidelines form. The Assessors Office has set a fee of \$15.00 for an abutters list.

The applicant shall present to the License Commission Office prior to the scheduled hearing all white postal receipts, and all green return receipts or the mailing envelope(s) determined to be undeliverable by the U.S. Postal Service.

An affidavit is to be signed by the applicant or person responsible for the mailing, attesting to having sent or caused to be sent the published legal notice. The signing of the affidavit is to be witnessed by a Notary Public.

A mailing of a legal notice is applicable to the authority of a school, church, synagogue, or hospital that is located within a radius of five hundred feet*. An applicant for a new license or for a change of location shall include a written statement to inform the appropriate authorities of the necessity of a written objection to prevent the issuance of the license.

* The Office of the City Engineer verifies distance figures.

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following type of license:

Common Victualler for 2010

Name

Signature

Business Address

Business Tel.

Date Filed

Fee: \$75.00

License Number:

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following type of license:

Entertainment in a licensed Restaurant for 2010
live music – disc jockey – juke box

Name

Signature

Business Address

Business Tel.

Date Filed

Fee: \$100.00 for live music, disc jockey, juke box
\$75.00 for juke box only

License Number:

for calendar year 2010

Law Department - License
3rd fl., City Hall
375 Merrimack Street
Lowell, MA 01852

TO THE LICENSE COMMISSION:

The undersigned respectfully makes application for the following type of license:

Automatic Amusement Device for 2010

Name

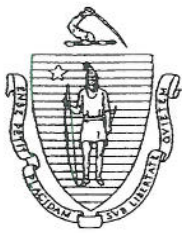
(signature on line above)

Business Address

Business Tel.

Date Filed

License fee: \$100.00 per coin operated device
Attach list of name(s) of device and Massachusetts approval #(s)
License #:



Timothy P. Cahill
Treasurer and Receiver General

Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone: (617) 727-3040
Fax: (617) 727-1258

Eddie J. Jenkins
Chairman

**GUIDELINES FOR EXTENSION OF PREMISES
TO PATIO AND OUTDOOR AREAS**

1. Alcoholic beverages cannot be served outside a licensed establishment unless and until an application to extend the licensed premises has been approved.
2. An application to extend the premises must describe the area in detail: dimensions, number of tables and chairs, occupancy figures for inside area and outside area, bars, if any, etc.
3. It is essential that the licensee have control of the area in order to preclude service to underage persons, to intoxicated persons, etc. The premises must be enclosed by a fence, rope or other means to prevent patrons or members of the public from wandering in and out.
4. The outdoor area must be contiguous to the licensed premises and the licensee should have a view of the outside premises from inside. Egress from the inside to the outside must be clearly established. This will assure safe, uninterrupted service of alcoholic beverages.
5. The outdoor area must have adequate exits in case of emergency.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the environs.
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at tables and where food is also available.

March 26, 2008

RS/jf

RECEIVED

MAR 28 2008

**CITY OF LOWELL
LICENSE COMMISSION**

